

APPRaisal SECTION

Statement of Functions and Activities:

The Appraisal Section is that organizational segment of the Personnel Security Division which, under the general administrative and policy direction of the Chief, Personnel Security Division, conducts the evaluation activities of the Division. This Section reviews Personal History Statements for completeness prior to their transmittal to the investigative agency, and determines whether or not there are available in other Government agencies reports of prior investigations which should be obtained in the interest of economy. Reports of the investigative staff of the Central Intelligence Agency, other Federal agencies, and the Contacts Section of the Personnel Security Division, are referred to the Appraisal Section for review, evaluation, and determination as to the sufficiency of the report and the advisability of employing the individual. This Section in evaluating reports is required to make necessary checks against reference files of the Central Intelligence Agency and other Federal agencies.

In addition, this Section receives and reviews requests for security clearances of individuals to be used by, but not employed by the Central Intelligence Agency. These cases arise from the operations of the Contact Branch, Office of Operations. In this connection, the Appraisal Section is responsible for determining which checks are to be made, the adequacy of the reports received as a result of the completion of these checks, and the propriety or advisability of using the subject individual.

As a related matter, the Appraisal Section conducts group studies and over-all surveys of branches or other units of the Central Intelligence Agency to determine the over-all security picture of any given organizational segment, maintains a continuing review of cases previously approved or rejected, reviews and makes the initial determination on requests for such types of security clearances, and prepares necessary abstracts. It forwards or identifies for retention and recording in other sections of the Personnel Security Division necessary information contained in the investigative or biographical material received.

Statement of Objectives and/or Accomplishments:

During the year ending May 31, 1948, 1256 persons were security approved, and 161 were disapproved. In addition, the Section has engaged in the following general activities:

1. Review of exit interview reports;
2. Review of Personnel History Statement prior to investigation;
3. Review of name check reports prior to completion of investigation;
4. Reviews of cases for Top Secret clearances;
5. Appraisals for approval for access to Special Intelligence Material;
6. Group studies of branches and other subdivisions of the Agency;

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7. Review of files related to cases being appraised;  
8. Appraisal of cases opened by Contact Branch;  
9. Reviews of Federal Bureau of Investigation fingerprint reports.

During the budget year 1950, it is anticipated that 2350 applicant investigations will be appraised; that the miscellaneous activities of the Section enumerated above will be continued--revised and added to as necessary; that over [redacted] cases opened by the Contact Branch, Office of Operations, will be appraised; and that sufficient reinvestigations of employees on duty will be conducted to meet the security requirements of the Agency, and to effect a maximum and even workload for the Section throughout the budget year. The necessity for an over-all appraisal of investigation reports, and a determination as to whether or not an appraisal, based upon the results of investigation, meets the security requirements of the Agency, is necessary by virtue of the National Security Act of 1947, which provides for the protection of intelligence sources and methods. Miscellaneous functions of the Section have been determined necessary through operational experience, in order that the security interests of the Central Intelligence Agency may be best served, and in such a manner as to cause the Section to be in a position to discontinued an investigation immediately upon the receipt of information which, in itself, is sufficient to close an open case.

Personnel Requirements:

On the Form 32-10, which immediately follows, the personnel requirements for the fiscal year 1950, are as follows:

(a) Section Chief;  
(b) Assistant Chief;  
(c) 4 Appraisers;  
(d) 3 Clerk-Stenographers.

The only additional position over the 1949 budget consists of one CAP-9 Appraiser.

The existence and necessity of the Section justifies the position of Chief. The number and types of cases handled by the Section, and the number of cases within each type makes it necessary to have an Assistant Chief, who can assist in connection with the responsibility of the Chief. This arrangement leaves to the Chief the matters of new operations, procedures, cases requiring special considerations, and the general administration of the Section. It will be noted that one of the four Appraisers is on a CAP-11 level. It has been necessary to elevate what was previously a job at a CAP-9 level to take over two functions, one of which did not exist previously to any extent, and one which was handled by the Contact Section, although not in the form and of the nature contemplated at this time. These are cases which are opened by requests received from the Contact Branch, Office of Operations, and relate to [redacted]. The Appraisal Section commenced operations in connection

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with one type of "Contact Branch cases" in April 1948. During that month, 17 cases were handled, and in May, 28 such cases were handled. Information has been received from the Contact Branch to the effect that a broader and more extensive program of this nature is contemplated in the future, which period of consideration extends through the 1950 budget year.

The other three Appraisal positions are on a CAF-9 level. The work load of the Section for the past several months has required the full-time services of two Appraisers. The additional Appraiser will be needed to serve the increased demands by the Contact Branch, Office of Operations, during the fiscal year 1950. This phase of the Contact Program requires the Appraisal

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The stenographic and clerical assistance required by the Appraisal Section is based upon general production experience during the past year. It is felt that when the stenographic and clerical positions for the budget year 1949 are filled, the additional work from a stenographic and clerical standpoint, resulting from the addition of one Liaison Officer, can be assimilated during the budget year 1950, by the stenographic and clerical personnel indicated in the 1949 budget year requirements. Consequently, no increase in stenographic and clerical requirements are set forth.

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